

#	ISSUE	YES	NO	N/A
1	<u>Purchases Requiring Authorization.</u> Are purchases of Hazardous and Potentially Hazardous Materials authorized by Base Bioenvironmental Engineer and the Hazardous Material Pharmacy?			
2	Are purchase of Medical Items authorized by Base Medical Logistics Officer?			
3	Are purchases of Communication and Computer Equipment and Software authorized by Installation Communications unit?			
4	Are purchases of Paid Advertisements authorized by the United States Property & Fiscal Officer (USPFO)?			
5	Are purchases of Visual information, electronic digital imaging and video equipment and services authorized by Host Base Visual Information Multimedia Manager?			
6	Are Rental/lease of motor vehicles authorized by Chief of Transportation? Are Rental/lease of materials handling equipment or aircraft support equipment authorized by Group/Deployed Commander approval?			
7	Are purchases of Nonexpendable equipment and supplies authorized by Organization's equipment monitor (CA-CRL)?			
8	If the cardholder has purchased equipment items, are those items authorized under the organization's table of allowances?			
9	Has all accountable equipment purchased been properly recorded on the organization's accountable records?			
10	For purchases of repair of office equipment coordinated with a contract repair representative to ensure the equipment was not covered under an existing preventive maintenance agreement or warranty? Are purchase of professional services authorized by Contracting Office?			
11	When IMPAC was used for construction services up to \$2,000, did the cardholder have an approved AF Form 332 on file with Base Civil Engineer? Are purchases of Civil engineer materials and real property (installed equipment) authorized by Base Civil Engineer?			
12	Has the cardholder's purchases for printing or reproduction services IAW instructions for Defense Printing Automated Service or General Printing Office acquisitions?			
13	<u>Unauthorized Use of the IMPAC.</u> The cardholder does not purchase items that are identified in the IMPAC procedures as "unauthorized"?			
14	<u>EPA Guidelines.</u> Is the cardholder purchasing recycled products?			
15	Are recycled products being recycled?			
16	<u>Sources.</u> Does the cardholder always use the mandatory source of supply such as General Services Administration (GSA) for paper products, pens, pencil, etc..?			
17	Are purchases for open market commercial items properly made after fulfilling mandatory sources requirements?			
18	Does the cardholder document the record regarding competition and reasonableness of price when necessary?			

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19	Is the cardholder distributing purchases equitably among qualified suppliers?			
20	<u>Timely Delivery.</u> Are items purchased over-the-counter, immediately available IAW para 5.3.5.2.2? Or available IAW para 5.3.5.2.1?			
21	Are items purchased over the telephone delivered during the 30-day billing cycle? Are all items purchased during one telephone transaction, not confirmed by a written order, delivered on a single delivery?			
22	Are all purchases made on an F.O.B. destination basis only? Or is the total amount charged including the shipping?			
23	<u>Rebate.</u> Was the cardholder offered a rebate from the manufacturer/retailer? Did the cardholder fill out the paperwork for the rebate and forward the request for rebate to the manufacturer/retailer?			
24	If the manufacturer/retailer sent a check with a rebate to the cardholder, did the cardholder forward the check to the Finance Office?			
25	<u>Purchase Control.</u> Has the cardholder limited purchases to transactions under his/her single purchase limit?			
26	Does the total value of the cardholder's purchases for any single month remain under the monthly cardholder limit established by the approving official?			
27	Is the cardholder the only one making purchases with their IMPAC or IMPAC account number?			
28	Are funds available to pay for each item purchased?			
29	The cardholder does not "split requirements" to stay within the required dollar parameters? [FAR 13.602(c)].			
30	<u>Purchase Log.</u> Does the cardholder maintain a log of all purchases?			
31	Did the cardholder document all IMPAC purchases with accurate and complete documentation?			
32	Does the cardholder obtain a customer copy of the charge slip for all over-the-counter purchases?			
33	When making purchases by telephone, does the cardholder document the transaction on a log, and attach any shipping documents associated with the order?			
34	Was the individual requesting the item identified in the purchase log?			
35	Did the cardholder document on the purchase log the approval reference number or identity of authorizing officials at specified controlling agency coordination / organizations?			
36	Does the cardholder or a qualified individual certify that the quantity and quality of the items or services furnished are in accordance with the agreement (verbal or written) with the vendor?			
37	Does the cardholder document on the purchase log the description of supply/service with quantity, unit price, and total price per item?			
38	Does the cardholder document on the purchase log the vendor name, phone number, and point of contact for each item purchased.			

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39	Reconciliation. Does the cardholder reconcile information on the monthly statement of account (filling in a description for each purchase, entering the appropriate funding document number, attaching all supporting documentation, sign the statement, and then forward it to the AO)?			
40	If no transaction documentation was available to send to the AO with the statement, did the cardholder attach an explanation including an item description, date of purchase, merchant's name, and why there was no supporting documentation?			
41	Does the cardholder complete the reconciliation process and forward the statement of account to the approving official within three work days of receipt?			
42	If the cardholder cannot review the statement at the time it is received, does he/she make the records available to the approving official for review and certification of the statement?			
43	In cases as described above does the approving official annotate the statement as to why the cardholder's signature is not available and does the approving official review the statement with the cardholder upon his/her return?			
44	Does the approving official review each of the cardholder's monthly statement(s), sign the monthly summary statement, and forward the monthly summary statement to the paying office within five work days after receipt from US Bank?			
45	Does the approving official retain supporting documentation on purchases by attaching it to his/her copy of the cardholder's monthly statement?			
46	Disputes. Is the cardholder handling disputes in accordance with the established procedures? Does the cardholder or approving official notify the Disputes Office on those purchases or credits that do not appear on the appropriate monthly statement?			